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No. S-F/PGP/1-72/2017-1909-7816
**OFFICE OF THE
PROSECUTOR GENERAL
PUNJAB**

1ST Floor Kasuri Tower, 4-Fane Road, Lahore

Dated Lahore, the 24th November, 2021

To

All District Public Prosecutors

All Incharge of Regional Offices
(Bahawalpur, Multan & Rawalpindi)

DDO,
Camp Office Islamabad

Director Human Resources,
Office of Prosecutor General Punjab, Lahore

Subject: **GUIDELINES FOR PROCESSING AND APPROVING DEATH
CLAIMS IN CASE OF DEATH OF ANY CIVIL SERVANT
WHILE IN SERVICE**

I am directed to refer to the subject cited above and to state that it has been observed that while processing and approving death claims, the relevant rules / regulations / policies are not properly applied, which results in the delay of processing / approval of required action, therefore relevant guidelines (09 Pages) are hereby enclosed are being issued must be adhered to in letter & spirit. Relevant guidelines for perusal before submission of death claims to higher authority for sanction / approval.

Furthermore, following relevant rules are also enclosed for ready reference.

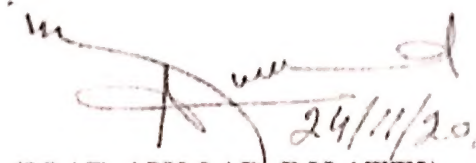
The detail is as under:-

- | | | | |
|----|------------------------------|------------------|-----------------|
| 1. | FD.SR.I/3-2/99 | dated 01.07.2002 | (Copy Enclosed) |
| 2. | FD.SR.I/3-10/2004 | dated 10.11.2004 | (Copy Enclosed) |
| 3. | FD.SR.I/3-10/2004 | dated 10.06.2006 | (Copy Enclosed) |
| 4. | FD.SR.I/3-10/2004 | dated 15.08.2007 | (Copy Enclosed) |
| 5. | DS(O&M)5-3/2004/Contract(MF) | dated 13.02.2009 | (Copy Enclosed) |
| 6. | FD.SR.I/3-10/2004 | dated 03.03.2009 | (Copy Enclosed) |
| 7. | FD.SR.I/3-10/2004 | dated 13.11.2014 | (Copy Enclosed) |
| 8. | FD.SR.I/3-10/2004 | dated 15.08.2017 | (Copy Enclosed) |
| 9. | FD.SR.I/3-10/2004(P) | dated 02.09.2017 | (Copy Enclosed) |

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|-----|----------------------|------------------|-----------------|
| 10. | FD.SR.I/3-10/2004(P) | dated 03.10.2017 | (Copy Enclosed) |
| 11. | FD.SR.I/3-2/2017 | dated 16.01.2018 | (Copy Enclosed) |
| 12. | FD.SR.I/3-5/2015(A) | dated 07.01.2019 | (Copy Enclosed) |

NOTE:- *Any suggestion regarding improvement in the processing & approval of death claims be shared with this office and the same will be appreciated.*


24/11/2021
(IJAZ AHMAD BHATTI)
ASSISTANT DIRECTOR (B&F)

C.C.

1. Director (A&F), O/o Prosecutor General Punjab.
2. PSO to Prosecutor General Punjab.
3. Mr. Usman Iqbal, DPG/Incharge Library with the request to upload the enclosed guidelines on official website of office of Prosecutor General Punjab.

GUIDELINES FOR PROCESSING AND APPROVING DEATH CLAIMS IN CASE OF DEATH OF ANY CIVIL SERVANT WHILE IN SERVICE

It has been observed that while processing and approving death claims, the relevant rules / regulations / policies are not properly applied, which results in the delay of processing / approval of required action, therefore the following guidelines are being issued must be adhered to in letter & spirit.

1. ACTIONS REQUIRED / TAKEN IMMEDIATELY AFTER THE DEATH OF AN EMPLOYEE

I. The District Public Prosecutor / Incharge officer shall intimate to the office of Prosecutor General Punjab at once about the death of an employee working under his control, So that issuance of death Notification / Obituary Note by competent authority i.e Secretary, Government of the Punjab, Public Prosecution Department may be issued. The salary of the deceased employee shall be stopped at once by the concerned DDO and Last Pay Certificate (LPC) through concerned account office shall also be got prepared.

II. Nomination of an Officer as Counsel, As per Sr. No. 08, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (**Copy Enclosed**), Pension / General Provident Fund sanctioning authority shall be nominated an officer as counsel to assist the family of deceased employee in finalization of provision of entire package with in the shortest possible time.

III. The District Public Prosecutor / Incharge officer shall obtain the following documents from the legal heirs of the deceased employee and for the aforesaid purpose issue a letter containing all details , to the legal heirs.

- a. Computerized Death Certificate issued by concerned union council with correct name, ID card No. and date of death.
- b. Family Registration Certificate (FRC) through concerned NADRA office.
- c. Succession Certificate from Concerned court including complete detail of claims to be received from the government to the deceased employee. As per Finance Department circular bearing No. FD.SR-I/3-2/2017 dated 16.01.2018 (**Copy Enclosed**), Succession Certificate is not mandatory. **The**

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list of family members duly issued by the Administrative Department & Family Registration Certificate (FRC) from NADRA would be sufficient for the purpose.

- d. Copy of NIC of deceased employee.
- e. Copy of NIC of widow / widows.
- f. No marriage certificate from widow.
- g. Applications from widow of the deceased employee separately for each claim i.e (Financial Assistance, Four Months' Salary, Final Payment of GP Fund, Leave Encashment, Group Insurance, Creation of OSD post, Monthly Benevolent Grant, Funeral Grant, Farewell Grant etc.) (Detail of all financial claims is at Sr. No. 2 (I) to 2 (XIV).
- h. The widow / widows of the deceased is / are entitled for all kinds of remunerations / claims from concerned department. In case of second marriage by the widow, the salary / family pension will be stopped.

2. DETAIL OF DEATH CLAIMS

I. FOUR MONTHS' SALARY

Four months' salary as per Last Pay Certificate including all pay & allowances. (Relevant Rule FD.SR-I/3-2/99 dated 01.07.2002 (Copy Enclosed).

II. FINANCIAL ASSISTANCE LUMP SUM GRANT

As per Sr. No. 01, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (Copy Enclosed), the family of deceased civil servant is entitled for Lump Sum amount of Financial Assistance as per detail below:-

Sr. No.	Basic Pay Scale	Amount of Financial Assistance
1	BS 01 to 04	16,00,000
2	BS 05 to 10	19,00,000
3	BS 11 to 15	22,00,000
4	BS 16 to 17	25,00,000
5	BS 18 to 19	34,00,000
6	BS 20 and above	40,00,000

III. SALARY & FAMILY PENSION

As per Sr. No. 02, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (**Copy Enclosed**), the family of deceased civil servant is entitled for continuous salary alongwith annual increases in the pay till the date of superannuation of the deceased. After the date of superannuation **Family Pension** shall be allowed as per clause 4.10 of the Punjab Civil Services Pension Rules, 1967. This requires creation of a post of Officer / Official on Special Duty (OSD).

IV. RETENTION OF GOVERNMENT ACCOMMODATION

As per Sr. No. 03, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (**Copy Enclosed**), the family of deceased civil servant shall be allowed to retain Government accommodation till the age of superannuation.

V. EDUCATION SCHOLARSHIPS

As per Sr. No. 04, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (**Copy Enclosed**), the family of deceased civil servant is entitled for educational scholarships upto 03 children's out of Benevolent Fund as prescribed in the Punjab Government Servants Benevolent Funds Part I & II (Disbursement) Rules 1965 & 1966. The detail is as under:-

Sr. No.	Category	Amount Lump Sum
1	Part-I, Gazetted BS 16 to 22	
	Primary to Matric level	10000
	FA, BA and Equivalent level	28000
	MA & Equivalent level, BDS, MBBS, B. Sc. (Eng), DVM, BSc. (Hon), Agri, B-Pharmacy, M. Phil., PHd etc.	32000
2	Part-II, Non Gazetted BS 01 to 15	
	Primary to Matric level	1500
	FA, BA and Equivalent level	6000
	MA & Equivalent level, BDS, MBBS, B. Sc. (Eng), DVM, BSc. (Hon), Agri, B-Pharmacy, M. Phil., PHd etc.	8000

The amount of scholarship is subject to change made by the Benevolent Fund Board.

VI. EMPLOYMENT

As per Sr. No. 05, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (**Copy Enclosed**), Appointment of one child or widow in BS-01 to BS-11 on contract or regular basis as per provisions of Rules 17-A of the PCS (A&CS) Rules, 1974.

VII. MARRIAGE GRANT

As per Sr. No. 06, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (**Copy Enclosed**), the family of deceased civil servant is entitled for marriage grant as prescribed in clause 3(a) & 4(a) of the Punjab Government Servants Benevolent Funds Part I & II (Disbursement) Rules 1965 & 1966. Detail is as under:-

Sr. No.	Category	Amount Lump Sum
1	Gazetted BS 16 to 22	80,000
2	Non Gazetted Bs 1 to 15	55,000

VIII. HEALTH FACILITIES

As per Sr. No. 07, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (**Copy Enclosed**), the family of deceased civil servant is entitled for free health facilities as per entitlement during the service of deceased employee as per provisions of West Pakistan Medical (Attendance) Rules, 1959.

IX. GENERAL PROVIDENT FUND

As per Sr. No. 09, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (**Copy Enclosed**), GP Fund shall be paid to the deceased family as per provisions of General Provident Fund Rules, 1978. The **TOTAL BALANCE** amount of GP Fund at the time of death of deceased employee shall be paid to the family of deceased employee. Further monthly deduction of GP fund from salary against the OSD post shall be on the option of family of deceased.

X. MONTHLY BENEVOLENT GRANT

As per Sr. No. 10, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (Copy Enclosed), Monthly Benevolent Grant shall be paid as prescribed in clause 3(d) & 4(d) of the Punjab Government Servants Benevolent Funds Part I & II (Disbursement) Rules 1965 & 1966. The detail of monthly grant is as under:-

Sr. No.	Basic Pay Scale	Amount of Monthly Grant
1	BS 01 to 10	3000
2	BS 11 to 15	3500
3	BS 16 to 17	6500
4	BS 18 to 19	11500
5	BS 20 and above	15500

XI. GROUP INSURANCE

As per Sr. No. 11, of the Finance Department circular bearing No. FD.SR-I/3-10/2004 dated 15.08.2017 (Copy Enclosed), Group Insurance as prescribed in the Punjab Government Employees Welfare Fund Ordinance, 1969. The detail of amount of group insurance is as under:-

Sr. No.	Basic Pay Scale	Amount of Group Insurance
1	BS 01 to 04	150000
2	BS 05 to 10	175000
3	BS 11 to 15	300000
4	BS 16	400000
5	BS 17	600000
6	BS 18	875000
7	BS 19	1050000
8	BS 20 and above	1250000

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XII. LEAVE ENCASHMENT

At the time of death of any employee, A Lump Sum payment of amount equal to 365 days in terms of Rule 19 of the Revised Leave Rules, 1981.

XIII. FUNERAL GRANT

As per S&GAD letter bearing No. PIV(S&GAD)2001(BF)Ptl. Dated 07.06.2002, The family of deceased civil servant, is also entitled for funeral grant on the death of a government servant or dependent member of the family at the following rates:-

Sr. No.	Category	Amount Lump Sum
1	Gazetted	35000
2	Non Gazetted	35000

XIV. FAREWELL GRANT

As per S&GAD letter bearing No. PIV(S&GAD)2001(BF)Ptl. Dated 07.06.2002, The family of deceased civil servant, is also entitled for farewell grant equal to Last Basic Pay of the deceased civil servant.

3. CRITERIA OF SALARY PAYMENT TO FAMILY OF DECEASED

The salary will be paid to the family of deceased employee by creating new OSD post from Finance Department for a specific period till the age of superannuation.

4. WHO WILL RECEIVE THE DEATH CLAIMS / BENEFITS

As per Finance Department circular bearing No. U.O. NO. FD.SR-1/3-2/2017 dated 16.01.2018 (Copy Enclosed), the wife or wives in case of male civil servant are entitled to grant of Financial Assistance, Four Months' salary and other financial benefits of her husband.

The children of a deceased civil servant are not entitled for said benefits in the life of widow of the deceased.

5. **WHO WILL RECEIVE THE DEATH CLAIMS / BENEFITS IN CASE OF RE-MARRIAGE OF WIDOW**

As per Finance Department circular bearing No. FD.SR-I/3-2/2017 dated 16.01.2018 (Copy Enclosed), in case of re-marriage of widow, the children of the deceased civil servant will receive all financial benefits.

6. **WHETHER SUCCESSION CERTIFICATE IS REQUIRED FOR DEATH CLAIMS**

As per Finance Department circular bearing No. FD.SR-I/3-2/2017 dated 16.01.2018 (Copy Enclosed), Succession Certificate is not mandatory. The list of family members duly issued by the Administrative Department & FRC would be sufficient for the purpose.

7. **NECESSARY DOCUMENTS REQUIRED FOR PROCESSING OF CASE REGARDING CREATION OF POST OF OSD FOR SALARY PURPOSE**

As per Finance Department circular bearing No. FD.SR-I/3-2/2017 dated 16.01.2018 (Copy Enclosed), following information / documents are required before referring the case for creation of post of OSD:-

- i. Attested Proforma by the administrative department mentioning following details.

Sr. No	1	2	3	4	5	6	7	8
	Name of Deceased Civil Servant/ Designation Personnel No.	BPS	Basic Pay	Date of Birth	Date of Death	Date of Entry into Government Service	Period with date for creation of OSD	Name of Widow/ Widower / family members

- ii. Detail of Grant No. Fund Centre, Cost Centre and Object Code where the post of the deceased officer/ officials existed under regular budget and now to be created.
- iii. Copy of Obituary Notification.

- iv. Copies of CNIC of the deceased and the family and the family members, in whose favour post is created.
- v. Finance Department has devised a list of family members to whom the financial assistance may be disbursed. It includes all the family members as provided in rule 4.10 of The Punjab Civil Services Pension Rules.
- vi. Copy of first and last pages of the service book in case of non-gazetted officer.
- vii. Copy of Death Certificate.
- viii. Attested list of family members duly issued by the Administrative Department would suffice the said purpose.
- ix. Last Salary Slip.

All the above documents should be attested by the District Public Prosecutor OR officer Incharge.

8. NECESSARY DOCUMENTS REQUIRED FOR OTHER DEATH CLAIMS

- i. ID card of deceased employee.
- ii. ID cards of widow / widows.
- iii. Family Registration Certificate (FRC).
- iv. No marriage certificate.
- v. Last Pay Certificate.
- vi. Copy of Service Book in case of Non Gezzetted employee.
- vii. Earned leave record / status at the time of death.
- viii. Balance sheet of GP Fund amount available in credit of deceased's employee.
- ix. Copy of Death Certificate.

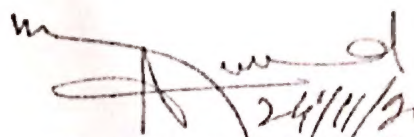
All the above documents should be attested by the District Public Prosecutor OR officer Incharge. Attested copies of aforementioned 09 documents shall be annexed separately with each claim i.e (Financial Assistance, Four Months' Salary, Final Payment of GP Fund, Leave Encashment, Group Insurance, Creation of OSD post, Monthly Benevolent Grant, Funeral Grant & Farewell Grant etc.).

09. SUBMISSION OF REQUEST OF DEATH CLAIMS TO SANCTIONING AUTHORITY

The concerned District Public Prosecutor / Incharge officer after obtaining the all necessary documents and written application for each claim from widow of deceased will forward the same to sanctioning authority with forwarding letter for grant of approval / issuance of sanction orders accordingly.

10. LIST OF ENCLOSED NOTIFICATIONS / LETTERS / DOCUMENTS

- | | | |
|-------|------------------------------|------------------|
| i. | FD.SR.I/3-2/99 | dated 01.07.2002 |
| ii. | FD.SR.I/3-10/2004 | dated 10.11.2004 |
| iii. | FD.SR.I/3-10/2004 | dated 10.06.2006 |
| iv. | FD.SR.I/3-10/2004 | dated 15.08.2007 |
| v. | DS(O&M)5-3/2004/Contract(MF) | dated 13.02.2009 |
| vi. | FD.SR.I/3-10/2004 | dated 03.03.2009 |
| vii. | FD.SR.I/3-10/2004 | dated 13.11.2014 |
| viii. | FD.SR.I/3-10/2004 | dated 15.08.2017 |
| ix. | FD.SR.I/3-10/2004(P) | dated 02.09.2017 |
| x. | FD.SR.I/3-10/2004(P) | dated 03.10.2017 |
| xi. | FD.SR.I/3-2/2017 | dated 16.01.2018 |
| xii. | FD.SR.I/3-5/2015(A) | dated 07.01.2019 |


(IJAZ AHMAD BHATTI)
ASSISTANT DIRECTOR (B&F)